



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for

Court Interpreter - Spanish

Full-time and Part-time available

**\$34.12 or \$37.85 per hour
(rate depends on schedule)**

FINAL FILING DATE: Applications accepted on a continuous basis.

THE SUPERIOR COURT

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees.

THE POSITION

This position performs a variety of language interpretation activities on an assigned and as needed basis for the court and for parties to proceedings, other court personnel and the public and performs other job related duties as required; serves as an interpreter in courtroom proceedings by accurately and rapidly interpreting testimony, questioning and cross-examination.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Assists the Court in making sight translations of court documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents as needed.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Interprets between languages in court proceedings.
- Brings to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.
- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.

MINIMUM QUALIFICATIONS

Any combination of education, training and/or experience which substantially provides the following:

Thorough knowledge of:

Principles of grammar, spelling and punctuation of English and the foreign language required; interpreting ethics, standards and techniques; legal terminology and documents related to court procedures.

Working knowledge of:

Operating details and procedures of the Court.

Skill and ability to:

Remain impartial in all situations while interpreting; understand and express oneself, both orally and in writing; comprehend and retain dialogue in both languages at the same rate; demonstrate a sophisticated level of vocabulary in order to accurately interpret legal terminology, slang, colloquialisms and statements that may be linguistically incompatible in a second language and English; follow oral and written instructions; establish and maintain effective working relationships with the general public and staff.

Licenses:

- Pursuant to Section 68562 of the California Government Code, possession of a valid certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California; for information on becoming a Certified Court Interpreter, please go to www.courtinfo.ca.gov/programs/courtinterpreters/
- Incumbent must possess a valid class C California driver license, or provide suitable transportation approved by the hiring authority

WORKSITE LOCATION

This position may be assigned to any division of the Court. The Court has divisions in Salinas, Monterey, King City and Marina. The work site for this position is subject to change at the discretion of the Court.

BACKGROUND INVESTIGATION

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

PHYSICAL AND SENSORY REQUIREMENTS

Sit and/or stand for extended periods; corrected hearing, speech and vision to normal range.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 305, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Resume 3) a copy of applicant's certificate as a "Certified Court Interpreter" issued by the Judicial Council of California (visit www.courtinfo.ca.gov/programs/courtinterpreters/ for information on becoming a Certified Court Interpreter). Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5540, visiting the Court's website at www.monterey.courts.ca.gov, or by emailing courtjobs@monterey.courts.ca.gov.

SUMMARY OF BENEFITS (CWA Unit)

Some benefits are pro-rated for part-time employees.

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

Holidays: 13 days per year

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service

Sick Leave: Provides salary continuation for absence due to illness and is earned at 3.08 hours per pay period.

Educational Leave: Up to 16 hours unpaid leave per calendar year

Medical, Dental, & Vision Care: Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage

Life Insurance: \$25,000 life insurance policy

Interpreter Continuing Education (CIMCE): Up to \$250.00 per year

Reimbursement for State Certification and Licenses

Deferred Compensation: A deferred compensation program is available

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

SPECIAL NOTES

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5400 ext. 3007.
- If you are hired into this classification into a permanent position, as a condition of your employment, you must join the union and authorize a union dues deduction or salary deduction of appropriate fees.